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16 May 1947

MEMORANDUM TO: Executive for Personnel & Administration

SUBJECT: Implementation of ICAPS Survey

1. Pursuant to instructions contained in Paragraph 2 of your memorandum of 30 April 1947, subject as above, Communications Division has investigated the feasibility of utilizing teletype or similar facilities between Reproduction Section and [REDACTED] to improve the Reproduction release of [REDACTED] material. The utilization of teletype or other equipment to cut stencils as suggested by ICAPS has been discussed in detail with [REDACTED] and generally with Chief, Services Division. A consensus is that the use of automatic equipment is not feasible or advisable from either practical operating or economy viewpoints.

2. The basic premise is that the material must be hand-typed whether directly on stencils with typewriters or on teletypes or similar machines. No present operation can be eliminated under the proposed plan, and the additional functions which must necessarily be introduced are sufficiently complicated and expensive as to make them unwarranted. The daily traffic load is between 60,000 and 70,000 words, and if transmitted by landline it would have to be prepared on stencils between 8:30 a.m. and 1:00 p.m. To handle such volume within the allowable time period would necessitate a minimum of five leased lines and the attendance of approximately two additional personnel on the equipment at FBI and five personnel on equipment in the Reproduction Section. Such personnel could probably be hired at CAF-3 and CAF-4 levels. The lines would cost approximately \$5.75 each per month. If teletype equipment were used (Communications Division believes it is unsuitable due to the unprofessional and large size type.) equipment would have to be purchased at an initial outlay of between 10 and 15 thousand dollars or rented at a cost of \$250.00 per month. If radio type equipment were used the rental fee would be approximately \$1,000.00 per month. In addition, maintenance of the equipment would require hiring of at least one additional maintenance man or contracting for such services from commercial organizations. The maintenance charges on the landlines themselves are over and above the rental fee. The correction of errors and

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and the feeding of stencils would be difficult and time consuming. [REDACTED] indicated that their editors often change the copy after it has been initially put on stencils and even up to the time that the Reproduction copy is assembled for dissemination, and such alterations would be difficult under the suggested scheme.

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3. It is believed that the above statements indicate the desirability of continuing the present stencil cutting procedure. Should it be necessary to carry out reproduction at a separate location, it is believed more feasible and definitely more economical to have [REDACTED] cut stencils by typewriter and to establish special courier runs during the 8:30-1:00 period to carry stencils to the Reproduction Section.

4. It is requested that you advise if additional details are required and what decision is reached in connection with ICAPS recommendation.

/s/

[REDACTED]
Deputy Chief
Communications Division

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cc: Chief, Services

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